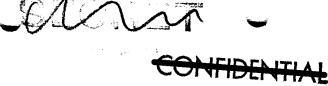
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7 June 1962

MEMORANDUM FOR: Director of Training

SUBJECT:

Weekly Report No. 22 31 May - 6 June 1962

Assessment and Evaluation Staff

SIGNIFICANT ITEMS

None

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OTHER ITEMS II.

1. Within the past several weeks the has submitted several contract proposals to the Agency, all 25X1A in the area of programmed instruction. To make sure that all the pieces were fitting together, representative, spent 25X1A5a1 25X1A9a all day Thursday, 31 May 1962, talking with various Agency members concerned with these six separate projects. The meeting with OCR representatives -- who have already funded proposal to develop proposal to develop proposal grammed materials to teach document analysts how to use the Intelligence 25X1A9a Special Assistant to Subject Code -- was attended by as well as by the DDI, and 25X1A9a Chief of the Documents Division, and other interested members of the OCR staff. A separate meeting was held with with respect to OSI's project -- almost certainly funded by now -- on programming trial portions of training material for ballistic missile 25X1A9a analysts. There was also a meeting with Procurement Office, to expedite the handling of the several proposals. 25X1A9a coordinated, and represented OTR in, the various meetings.

> 🖿, Chief LT/OTR, 🛮 took part in a25X1A9a two hour panel discussion of programmed instruction for the Instructor's Training Course.

On Thursday 7 June Dr. will brief on OTR data processing activities. Mr. just joined the ADP staff and will assume responsibility for Mr. DDS data processing.

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4. will be working with personnel of the Automatic Data Processing Division, Comptroller's Office, for the next two weeks. She will assist Office of Personnel programmers in the preparation of input-output programs for the soon to be installed IBM 1401. In addition she will "debug" and run several OTR/A&E programs.

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- two days a week at His recent work has included (1) assistance in adapting the operations officer and agent evaluation forms to the CA live problem, (2) review and editing of the draft training evaluation reports for the students in PM #3, and (3) proposed modifications in the OC final training evaluation report form, particularly to have it correspond with the new operations officer and agent evaluation forms being used with the current OC class.
- 6. For the next six weeks professional applicants will be tested at Headquarters (Room GD 12) instead of 1016 16th Street. Our usual space at 1016 16th Street is needed during this period to process and house large numbers of clericals coming into the Pool.

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7. will be in the TOC for the period 11 - 29 June 1962.

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